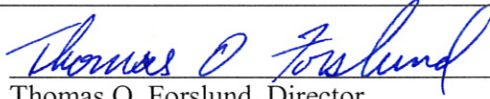
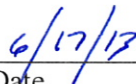


Thomas O. Forslund, Director

Governor Matthew H. Mead

Policy Title:	Electronic Transmission Security
Policy Number:	S-019
Effective Date:	July 1, 2013
Approval:	<div><div> Thomas O. Forslund, Director</div><div> Date</div></div>

Purpose:

This policy establishes requirements for the secure transmission of electronic protected health information (ePHI) from the Wyoming Department of Health (WDH) to outside entities or networks. This policy ensures adequate safeguards are implemented to protect ePHI against unauthorized interception during transmission.

Scope:

This policy applies to all WDH workforce.

Policy:**1. Transmissions to non-WDH locations**

- Any transmission of ePHI on behalf of WDH outside of a State of Wyoming network shall utilize an encryption mechanism between the WDH and the recipient.
- Prior to transmitting ePHI to an outside network, the recipient shall be authenticated in accordance with WDH Policy S-018; Person or Entity Authentication.
- All transmissions to an outside network shall include only the minimum necessary amount of ePHI in accordance with WDH Policy AS-004; Minimum Necessary Information.
- Transmission of ePHI to an outside network utilizing an e-mail or messaging system shall be in accordance with the requirements of Section 3 of this policy.
- If encryption is not possible, WDH shall complete a risk analysis demonstrating a minimum level of acceptable risk before transmitting ePHI.

2. Transmissions using removable media

- When transmitting ePHI via removable media (e.g., USBs, CD ROM, memory cards, magnetic tape, and removable hard drives) WDH shall:
 - Use an encryption mechanism to protect against unauthorized access or modification.
 - Authenticate the recipient of the ePHI.
 - Send the minimum necessary amount of ePHI required to fulfill the purpose of the request.
- Removable media used for system backups and disaster recovery shall be transported and stored in a secure environment.

3. Transmissions using e-mail or messaging systems

- The transmission of ePHI from a State of Wyoming network to the subject of the ePHI via an unencrypted e-mail or messaging system is permitted if the recipient:

- i. Has been informed of the risks associated with the transmission of ePHI via unencrypted e-mail or messaging systems; and
 - ii. Has provided written authorization to WDH to utilize an e-mail or messaging system to transmit the ePHI.
 - b. The transmission of ePHI from a State of Wyoming network to an outside entity via an e-mail system is permitted if WDH has:
 - i. Authenticated the recipient;
 - ii. Ensured the recipient is aware of and is ready to receive the transmission;
 - iii. Confirmed the ability to implement a compatible encryption mechanism between WDH and the recipient;
 - iv. Confirmed that no ePHI is contained in the non-encrypted areas of the e-mail;
 - v. Confirmed that all attachments containing ePHI are encrypted; and
- 4. Transmissions using wireless local area networks (LANs) and devices**
- a. The transmission of ePHI over a wireless network within the State of Wyoming network is permitted if the following conditions are met:
 - i. The local wireless network is utilizing an authentication mechanism to ensure the wireless devices connecting to the wireless network are authorized; and
 - ii. The local wireless network is utilizing an encryption mechanism for all transmissions over the aforementioned wireless network.
 - b. If transmitting ePHI over a wireless network that is not utilizing an authentication and encryption mechanism, the ePHI shall be encrypted before transmission.
 - c. The authentication and encryption security mechanisms implemented on wireless networks within the State of Wyoming networks are only effective within those networks. When transmitting outside of those wireless networks, additional and appropriate security measures shall be implemented in accordance with this policy.
- 5. Additional requirements for electronic transmissions**
- a. All encryption mechanisms implemented to comply with this policy shall support 128-bit encryption at a minimum.
 - b. Regardless of the transmission system being used, WDH shall ensure the recipient is verified and has a legitimate need for the ePHI requested before transmitting ePHI electronically.
 - c. If the PHI being transmitted is not for treatment, payment, or health care operations, only the minimum necessary amount of PHI shall be transmitted.

Contacts:

De Anna Greene, CIPP/US, CIPP/G, CIPP/IT, WDH Privacy/Compliance Officer, (307) 777-8664
Tate Nuckols, JD, WDH Security Officer, (307) 777-2438

Policies:

AS-004; Minimum Necessary Information
S-018; Person or Entity Authentication

References:

45 CFR § 164.312(e)(1)

Training: